

ROSWELL P. FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 10th, 2023

Present: Ms. Mesires Mr. DiFabion
 Ms. Dittrich Ms. Calarco
 Mr. Atkinson Mrs. Evans
 Mr. Caughlin Mrs. Renzi-Falge
 Mrs. Weldon Mrs. Seymour
 Mrs. Lisa Ruggiero, City Council Liaison

Excused: Mrs. Holberg
 Mrs. Weir

CALL TO ORDER: Meeting was called to order at 4:02pm by Ms. Mesires.

APPROVAL OF MINUTES: Mr. DiFabion moved to approve the minutes from the December 13th, 2022 meeting, Mrs. Evans seconded the motion. Motion carried.

APPROVAL OF CONSOLIDATED EXPENSES: Ms. Dittrich reported that the bottom line is higher in expenses due to materials being purchased, as well new computers and professional fees. Mrs. Carr explained a few expenses from the city that Mr. DiFabion had regarding security expenses and other employee expenses. No other questions asked. Mr. Caughlin moved to approve the report as presented. Mrs. Seymour seconded the motion. Motion carried.

PRESIDENT'S REPORT: No report.

TREASURER'S REPORT: Ms. Dittrich reported that the profit and loss expenses appear higher than usual. The target for both income and expenses for December is 50%. The income is reflecting 73%, due to donations and the school ballot. Below the 50% in the CBA funds which should be received in the next few months from NCLS. Currently the expenses are below target at 33%, and the majority of the largest expenditures were for computers and computer supplies, and furniture, which was purchased for the teen space.

The bank account listing report shows a total of \$121,499.54 in savings and checking. The funds that reflect as a zero on the report under KeyBank are the funds that have been relocated to Carthage Savings Bank. Mrs. Carr verified with the board if they would like her to remove those accounts from the report.

Grants and donations for the month of December reflects net income of \$8,533.19, \$8,150.00 under restricted donations and \$383.19 under unrestricted donations. The report reflects an expenditure total of \$6,538.78, \$3,834.88 in grants, \$2,703.82 in restricted donations. The majority of the restricted donation contribution for the month was from the Friends book sale proceeds received in the amount of \$8,000.00. For the fiscal year to date report, Grants received reflect a total of \$8,720.00, restricted donations received reflect a total of \$13,584.38 and unrestricted donations of \$5838.97. The net income for the fiscal year to date reflects \$5,838.97. The all transactions grant and donations report reflects a total net income of \$85,359.58. Mr. DiFabion moved to approve the Treasurers Report as presented. Mrs. Weldon seconded the motion. Motion carried.

DIRECTOR'S REPORT:

- Amanda Tehonica has begun replacing paper signs on doors and windows with sleek vinyl lettering. Replaced signs include library hours, marking staff specific areas, and specific pertinent information for areas. Check them out when you can!
- Elf workshop saw 187 participants. This is an annual event where children are invited to make holiday gifts for their loved ones, wrap them up, enjoy some snacks and visit with Santa and Mrs. Claus.
- LEGO Club saw 452 children, teens and families this year, offering 12 unique programs total. This is a volunteer led event. All LEGOs are provided for participants and themed builds are announced at the beginning of each program. LEGO Club has been offered at our library since 2017 and continues to be well-liked in the community.
- New printers were purchased and installed for the public computer lab and the circulation staff. These replaced broken and out of date equipment
- Andrea Carr has been diligently working with Bowers and Company to insure all of our materials and forms are submitted correctly for our annual audit and tax filing. A full review will be ready to be discussed with the board for the February meeting.
- The library bookstore, farmer's market, and rotunda sales earned \$10,231 for FY2022

- The question was asked by a board member whether the idea of having the library's own IT person on staff would be beneficial. Mrs. Renzi-Falge agreed that it could potentially be very beneficial considering the amount of IT work that needs to be performed in the library on a weekly basis, and someone that could work along with NCLS to assist us with our needs. She suggested the possibility of an IT librarian on staff, whom of which could not only handle the library IT, but also assist patrons with their computer issues/questions, give classes, etc. Continuing discussions will take place in the future.

COMMITTEE REPORTS:

- **Building & Grounds:** Mr. Caughlin wanted to report that while the board meeting was taking place in the Old Watertown Room in the library, that it was a perfect opportunity for the board to see how difficult it was to see the murals on the walls. The new lighting that will be coming in the new construction project will enable the community to view all of the artwork in the rooms a lot easier. He also reported that the architect was back today to do another walk through for the window project, and he was very pleased to see the comments from the librarians.
- **Finance & Investment Committee: No Report**
- **Friends Committee and Liaison report: No Report – No meeting in December, or January.**
- **Policy Committee:** Ms. Mesires stated the that policy committee met and discussed the email policy in question. They created a policy that they presented to the board for review and to discuss. FOIL Requests are a possibility so the board is concerned about making sure the policy is accurate, and that the board is considering all possible scenarios when creating the policy. The board made the decision to get library specific email addresses; the discussion will continue about whether it will be on the library domain or just free Gmail accounts.
- **Marketing Committee:** Ms. Mesires stated that she wanted to discuss Mr. Atkinson's ideas when it comes to the Cohen Report. **Brainstorming session: What does the library mean to you/the community?** The board had a productive conversation about the things that came to them regarding this topic, and Ms. Mesires stated that she would like to continue the conversation during other meetings.

MOTION FOR EXECUTIVE SESSION:

- Mr. Caughlin motioned to enter executive session to discuss a pending lawsuit at 5:29pm. Mr. DiFabion seconded the motion. Motion carried.
- Mr. Caughlin motioned to end executive session at 6:15. Mr. Caughlin seconded the motion. Mr. Caughlin noted for the record that according to our attorney, the library is no longer pending litigation.

TASK REVIEW: None Noted.

MOTION TO ADJOURN: Mrs. Weldon motioned for the meeting to be adjourned. Mrs. Evans seconded the motion.

Meeting adjourned at 6:17pm.

The next meeting of the Board of Trustees will be held on February 14th, 2023 at 4:00pm in the South Reading Room at the Flower Memorial Library.

Andrea Carr, Recording Secretary